AR-50-71; Rev. 76

4171-11

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

		TEQUIDO MALO					
	Publication No. 76—RM—1 for instructions on as and History, Records Management Division, Section.						
		EOD 0500000	MANAGEMENT USE				
FOR AGENCY USE	1. Agency Address	Application Number					
Application Date	Department of Education		2 2 - Ω				
July 24, 1984	Fiscal Services Division 205 Butler Street, 1552 Twin T		33-A				
Application Number	Atlanta, Georgia 30334	Dete Received JUL 3 0 1984	Date Completed SEP 5 1984				
2. Person to Contact	Working 1	Title	Telephone Number				
Arvil Ensley	Director		656-2497				
3. Action Requested							
a. Establish Retention :	Schedule; record will continue to accumulate.	•					
	ccumulation; no further accumulation anticipated	d.					
c. St Amend Application	No. 76-233 Check One: 🖫 Change;	; 🗆 Supercede; 🗅 Void	·				
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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE

DEPARTMENT OF ARCHIVES AND HISTORY File RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date **Application Number** Department of Education 76 - 233 Fiscal Services Division June 30, 1976 Room 121, 12 Mitchell St. Data Received **Application Number** Date Completed 1 6 1976 Atlanta, Georgia 30334 JUL - 1 1976 arij -2. Person to Contact **Working Title** Telephone Number 656-2497 Arvil Ensley Director 3. Action Requested Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. ____ Check One: Change; Supercede; Void c. Amend Application No. 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest FY 1968 To date GENERAL FUND EXPENDITURE VOUCHER FILE ಾರ್ಟ್ಸ್ ಆರ್ಟ್ ಬೆಕ್ಸ್ ಸ್ಟ್ ವಿಶ್ವಾರ ಸ್ವರ್ಧ ಅದಕ್ಕಿತ ಸಂತ್ರಕ್ಕೆ ಮೇರ್ಪ್ ಸ್ಟ್ ಸ್ಟ್ ಪ್ರಕ್ರಾಣ ಕಥೆ ರಕ್ಷಣೆಯಲ್ಲಿ The Fiscal Services Division provides the necessary accounting services to all organizational levels of the State Department of Education for all public monies received and disbursed on behalf of education in Georgia. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: processing receipts and disbursements and maintaining accurate accounting records on Department of Education general fund expenditures. Included are: voucher copy of checks with vouchers attached; request for payments; employee expense statements; authorization for out-of-state travel; personal expense receipts; receiving reports; purchase requisitions; vender invoice; purchase orders; field purchase orders; purchase order amendments; memoranda and correspondence; and any other substantiating documentation.

File is arranged: numerically by check number. How often are records referred to which are: 8. Monthly Reference Rate 100 : Seven to twelve months old 75; Thirteen to twenty-four months old One to six months old __ twenty-five months and older _ Annual Rate of Accumulation of Records 50 cubic feet Letter-size drawers . Legal-size drawers . .: Sheives ; Other (specify) _ AR-50-71; Rev. 76 (Over)

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